

PROCUREMENT OF TOUR OPERATOR

TERMS OF REFERENCE

360° VR Experiential Regional Tours

Palawan (1 May - 18 May 2021)

Romblon (19 May – 31 May 2021)

I. BACKGROUND

The recent Coronavirus outbreak has resulted in the world largely coming to a halt, immobilizing the tourism industry almost completely. Travel restrictions and social distancing continue to be enforced across the world for the conceivable future, travel-related businesses such as airlines, cruise lines, hotels, restaurants, and museums have ceased operations. With many people confined to their homes and travel and tourism businesses closed, people have turned to the next best alternative- virtual tourism.

Virtual tourism is essentially a hybrid concept- it combines both the notions of virtual reality and tourism. In essence, virtual tourism facilitates a tourism experience, without actually having to travel anywhere. It takes many different forms and comes in varying degrees of technological capability. In its simplest form, virtual tourism may comprise of a video of a tourism destination. The ‘tourist’ watches the video, utilizing their hearing and sight senses.

The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for the regional shoot of the 360° VR Experiential Regional Tours in the provinces of Palawan and Romblon.

This project consists of two (2) lots: Lot 1 – Palawan and Lot 2 – Romblon. Prospective bidders may offer to bid per lot or all given that the proposal does not exceed the provided Approved Budget for the Contract (ABC).

II. SPECIFIC REQUIREMENTS

A. LOT 1 - PALAWAN

Accommodation in Coron (2N/3D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

	Hotel must be located within	Number of Rooms
Check in date: 01 May 2021	Coron, Palawan	1
02 May 2021		1
Check out date: 03 May 2021		0
Total Room Nights		2

- Must be located in Coron, Palawan
- Dates are subject to change

- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Must be TPB member
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

Accommodation in El Nido (2N/3D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

	Hotel must be located within	Number of Rooms
Check in date: 05 May 2021	El Nido	2
06 May 2021		2
Check out date: 07 May 2021		0
Total Room Nights		4

- Must be located in El Nido, Palawan
- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Must be a TPB Member
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

Accommodation in San Vicente (2N/3D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

Dates	Hotel must be located within	Number of Rooms
Check in date: 07 May 2021	San Vicente	2
08 May 2021		2
Check out date: 09 May 2021		0

Total Room Nights	4
--------------------------	---

- Must be located within San Vicente, Palawan
- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

Accommodation in Puerto Princesa (4N/5D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

Dates	Hotel must be located within	Number of Rooms
Check in date: 09 May 2021	Puerto Princesa	1
10 May 2021		1
11 May 2021		1
12 May 2021		1
Check out date: 13 May 2021		0
Total Room Nights		4

- Must be located within Puerto Princesa City, Palawan
- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Must be TPB Member
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

Accommodation in Manila (5N/6D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast, lunch and dinner* on the following dates:

Dates	Hotel must be located within	Number of Rooms
Check in date: 13 May 2021	Manila	1
14 May 2021		1
15 May 2021		1
16 May 2021		1
17 April 2021		1
Check out date: 18 May 2021		0
Total Room Nights		5

- Located within Manila and Pasay
- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must be a DOT-DOH-BOQ Accredited Quarantine Hotels
- Provide free transportation from airport to hotel and from hotel to residence
- Must be TPB Member
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

Air Transportation

Date	Route	Number of Passengers
01 May 2021	Manila – Busuanga (Coron) PR2961 ETD 0700H ETA 0820H or DG6043 ETD 1100H ETA 1220H	1
03 May 2021	Busuanga-Manila PR2964 ETD 1225H ETA 1345H or DG6044 ETD 1300H ETA 1420H	1
05 May 2021	Manila – PPS (Option 1) PR1781 ETD 0505H ETA 0625H or 5J635 ETD 0545H ETA 0720H	1
	Manila – El Nido (Option 2) T6 ETD 1015H ETA 1135H	1
13 May 2021	PPS - Manila PR2786 ETD 1535H ETA 1655H or 5J644 ETD 1330H ETA 1505H	1

- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Convertible to a travel voucher valid for 1 year and extendable for another 1 year
- 20 kilograms' baggage allowance plus 32 kilograms' extra baggage allowance (Manila-Busuanga), which will be based on actual cost. In case sea travel between Coron to El Nido is not available, the additional kilograms extra baggage allowance may be split between Coron and Puerto Princesa or El Nido.
- Travel Insurance with COVID-19 coverage
- Itinerary to be sent (subject to change without prior notice)

Water Transportation

Date	Route	Number of Passengers
03 May 2021	Coron – El Nido Montenegro Fast Ferry ETD1200H ETA1530H	1

- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Convertible to a travel voucher valid for 1 year and extendable for another 1 year
- Travel Insurance
- Terminal Fee
- Other charges, if applicable
- Itinerary to be sent (subject to change without prior notice)

Land Transportation

Date	Route	Number of Units
01 May 2021	Coron/ Busuanga	1
02 May 2021	Coron/Busuanga	1
03 May 2021	Coron	1
05 May 2021	El Nido	1
06 May 2021	El Nido	1
07 May 2021	El Nido – Taytay - San Vicente	1
08 May 2021	San Vicente	1
09 May 2021	San Vicente – PPS (Sabang)	1
10 May 2021	PPS	1
11 May 2021	PPS	1
12 May 2021	PPS	1
13 May 2021	PPS	1

- Dates are subject to change

- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Uniformed, presentable and trained drivers
- Van unit year model must be at least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.
- Minimum engine displacement at least 2.5 to 3.5L
- Van adequate to transport 4 – 6 persons with luggage and driver
- Equipped with climate control or air-conditioning
- With universal van sliding windows
- Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles
- Equipped with safety belts for all seats
- Be at all times clean and tidy when arriving to pick up the passengers
- Regularly checked for roadworthiness and safety
- Maximum use of 15 hours per day inclusive of overtime and driver’s fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver’s fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs and other miscellaneous fees
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit on board
- Provision of umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills
- Itinerary to be sent (subject to change without prior notice)

Ground Fees (Tours, land and water activities, entrance fees, boat rides, tour guides and other miscellaneous fees)

Date	Ground Fees	Number of Units/Pax
02 May 2021	Boat Hire - Calauit	1
	Entrance Fee – Calauit Island National Park	2
	Tour Guide Fee	1
03 May 2021	Boat Hire - Coron	1
	Entrance Fee – Coron Islands	2
	Environmental Fee	2
	Tour Guide Fee	1
06 May 2021	Boat Hire – El Nido	1
	Environmental Fee –El Nido	2

	Lagoon Fee	2
	Tour Guide Fee	1
07 May 2021	Entrance Fee – Fuerza de Sta. Isabel	2
	Tour Guide Fee	1
08 May 2021	Boat Hire – San Vicente	1
	Tour Guide Fee	1
09 May 2021	Entrance Fee - PPSRNP	2
	Entrance Fee – Ugong Rock	2
	Entrance Fee – 100 Caves	2
	Entrance Fee – Mangrove Paddle	2
	Tour Guide Fee	1
10 May 2021	Boat Hire – Honda Bay	1
	Entrance Fee – Honda Bay	2
	Tour Guide	1

- Dates are subject to change
- Rebookable and/or refundable
- Secured sponsorships or discounted rates should be deducted from the total expense
- Total cost of ground fees should be based on actual expenses
- Itinerary to be sent (subject to change without prior notice)

Antigen Tests and/or RT-PCR tests and Travel/COVID Insurance

Before Leaving Manila	1 pax
Upon Arrival at El Nido Port	2 pax
Before Leaving Palawan	2 pax
Before Leaving Quarantine Facility	1 pax
Travel Insurance with Covid-19 coverage	1 pax

- DOH-Accredited COVID-19 RT-PCR Testing Facility
- Antigen and/or RT-PCR Tests and Travel/COVID Insurance costs should be based on actual expenses

III. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must be legally registered tour operator company or travel agency under Philippine laws for 5 years. Required to submit proof of registration either from SEC, DTI or CDA;
- Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2018 – 2020;
- Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;
- Must be TPB Member. Required to submit TPB Certificate of Membership.
- Must be a local tour operator company or travel agency of the MIMAROPA region. The underlying rationale of this requirement is to provide an authentic travel experience and stories during the actual shoot of the project. Local tour operator companies or travel agencies are more knowledgeable in their area of jurisdiction as well as familiar with the ways of the communities. Required to submit proof that the local tour operator or travel agency is allowed to conduct business with the local government's geographical jurisdiction, i.e. Business Permit;
- Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the tour operator company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Two Hundred Ninety-One Thousand Seven Hundred Pesos Only (₱291,700.00)** inclusive of applicable taxes and fees.

V. TERMS OF PAYMENT

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

VI. CONTACT PERSON

MILO S. OROPEZA
 Domestic Promotions Department
milo_oropeza@tpb.gov.ph

B. LOT 2 - ROMBLON

Accommodation in Carabao Island (1N/2D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

	Hotel must be located within	Number of Rooms
Check in date: 19 May 2021	Carabao Island	2
Check out date: 20 May 2021		0
Total Room Nights		2

- Must be located in Carabao Island, San Jose, Romblon

- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

Accommodation in Tablas (2N/3D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

	Hotel must be located within	Number of Rooms
Check in date: 20 May 2021	Tablas	2
21 May 2021		2
Check out date: 22 May 2021		0
Total Room Nights		4

- Must be located in Odiongan, Tablas, Romblon
- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

Accommodation in Romblon (1N/2D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

Dates	Hotel must be located within	Number of Rooms
Check in date: 22 May 2021	Romblon	2
Check out date:		0

23 May 2021	
Total Room Nights	2

- Must be located within Romblon, Romblon
- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

Accommodation in Sibuyan Island (2N/3D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

Dates	Hotel must be located within	Number of Rooms
Check in date: 23 May 2021	Sibuyan Island	2
24 May 2021		2
Check out date: 25 May 2021		0
Total Room Nights		4

- Must be located within Sibuyan Island, Romblon
- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

Accommodation in Manila (5N/6D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast, lunch and dinner* on the following dates:

Dates	Hotel must be located within	Number of Rooms
Check in date: 26 May 2021	Manila	2
27 May 2021		2
28 May 2021		2
29 May 2021		2
30 May 2021		2
Check out date: 31 May 2021		0
Total Room Nights		10

- Located within Manila and Pasay
- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must be a DOT-DOH-BOQ Accredited Quarantine Hotels
- Provide free transportation from airport to hotel and from hotel to residence
- Must be TPB Member
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.

Air Transportation

Date	Route	Number of Passengers
19 May 2021	Manila – Caticlan 5J891 ETD 0620H ETA 0735H or PR2039 ETD 0735H ETA 0840H	2

- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Convertible to a travel voucher valid for 1 year and extendable for another 1 year
- 20 kilograms' baggage allowance
- Travel Insurance with COVID-19 coverage, if applicable
- Itinerary to be sent (subject to change without prior notice)

Water Transportation

Date	Route	Number of Passengers
19 May 2021	Caticlan to Carabao Island	2
20 May 2021	Carabao Island to Sta. Fe (Tablas)	2
22 May 2021	San Agustin to Romblon	2

23 May 2021	Romblon to Sibuyan	2
24 May 2021	Sibuyan to Batangas Port	2

- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Convertible to a travel voucher valid for 1 year and extendable for another 1 year
- Itinerary to be sent (subject to change without prior notice)
- Travel Insurance
- Terminal Fee
- Other charges, if applicable

Land Transportation

Date	Route	Number of Units
20 May 2021	Sta. Fe – Looc – Odiongan – Calatrava (Tablas)	1
21 May 2021	Calatrava – San Agustin (Tablas)	1
22 May 2021	Port of Tablas	1
22 May 2021	Romblon	1
23 May 2021	Port of Romblon	1
23 May 2021	Port of Ambulong Magdiwang, Sibuyan – San Fernando	1
24 May 2021	Sibuyan	1
25 May 2021	Port of Ambulong Magdiwang, Sibuyan	1
26 May 2021	Port of Batangas - Manila	1

- Dates are subject to change
- Must have free cancellation, rebooking, or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Uniformed, presentable and trained drivers
- Van unit year model must be at least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.
- Minimum engine displacement at least 2.5 to 3.5L
- Van adequate to transport 4 – 6 persons with luggage and driver
- Equipped with climate control or air-conditioning
- With universal van sliding windows
- Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles
- Equipped with safety belts for all seats
- Be at all times clean and tidy when arriving to pick up the passengers
- Regularly checked for roadworthiness and safety
- Maximum use of 15 hours per day inclusive of overtime and driver's fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs and other miscellaneous fees
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle

- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit on board
- Provision of umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills
- Itinerary to be sent (subject to change without prior notice)

C. Ground Fees (Tours, land and water activities, entrance fees, boat rides, tour guides and other miscellaneous fees)

Date	Activities/Route	Number of Units/Pax
19 May 2021	Boat Hire – Carabao Island	1
	Tour Guide – Sta. Fe	1
20 May 2021	Tour Guide	1
21 May 2021	Boat Hire - Calatrava	1
	Tour Guide	1
22 May 2021	Boat Hire – Romblon	1
	Tour Guide	1
23 May 2021	Tour Guide	1
24 May 2021	Boat Hire - Cresta	1
	Tour Guide	1

- Dates are subject to change
- Rebookable and/or refundable
- Secured sponsorships or discounted rates should be deducted from the total expense
- Total cost of ground fees should be based on actual expenses
- Inclusive of cost of entrance and environmental fees, if applicable
- Itinerary to be sent (subject to change without prior notice)

D. Antigen and/or RT-PCR Tests and Travel/COVID Insurance

Before Leaving Manila	2 pax
Before Leaving Quarantine Facility	2 pax
Travel insurance with Covid-19 coverage, if applicable	2 pax

- DOH-Accredited COVID-19 RT-PCR Testing Facility
- Antigen and/or RT-PCR Tests and Travel/COVID Insurance costs should be based on actual expenses

III. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must be legally registered tour operator company or travel agency under Philippine laws for 5 years. Required to submit proof of registration either from SEC, DTI or CDA;
- Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2018 – 2020;
- Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;
- Must be TPB Member. Required to submit TPB Certificate of Membership.

- Must be a local tour operator company or travel agency of the MIMAROPA region. The underlying rationale of this requirement is to provide an authentic travel experience and stories during the actual shoot of the project. Local tour operator companies or travel agencies are more knowledgeable in their area of jurisdiction as well as familiar with the ways of the communities. Required to submit proof that the local tour operator or travel agency is allowed to conduct business with the local government's geographical jurisdiction, i.e. Business Permit;
- Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the tour operator company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Two Hundred Fifteen Thousand Four Hundred Pesos Only (₱215,400.00)** inclusive of applicable taxes and fees.

V. TERMS OF PAYMENT

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

VI. CONTACT PERSON

MILO S. OROPEZA

Domestic Promotions Department

milo_oropeza@tpb.gov.ph